



CONDITIONAL USE PERMIT SUBMITTAL REQUIREMENTS (MAJOR)

A. ITEMS REQUIRED FOR FILING:

- ☐ 1. Complete Application Form.
- ☐ 2. Processing fees of:
 - a. Application processing fee of \$6,910.00
 - b. Public Notice fee of \$135.00
 - c. Scanning fee of \$47.00
 - d. Legal publication fee if set for City Council public hearing of \$85
 - e. County Clerk processing fee of \$50.00 to be paid at time of application submittal
 - f. Fish & Wildlife Negative Declaration fee of \$2,280.75 (to be determined at PRC); or
 - g. Fish & Wildlife EIR fee of \$3,168.00 (to be determined at PRC)
- ☐ 3. Completed Environmental Information Form with:
 - a. Photographs of site and surrounding area (a minimum of 4 site and 4 surrounding) labeled north, east, south, west and mounted on 8.5"x11" paper.
 - b. Environmental Impact Assessment fee
\$3,395 mitigation fee
\$340 exemption
- ☐ 4. Twenty (20) full size (24"x36" folded to 8.5" x 14") copies of each, drawn to scale (placed in sets with the plans described by Item #5)
 - a. Site plan
 - b. Preliminary grading plan (if applicable)
 - c. Utility Plan (existing and proposed wet and dry utilities) (if applicable)
- ☐ 5. Twenty (20) 11 x 17" copies of each, drawn to scale (placed in sets and folded 8-1/2 x 11")
 - a. Site plan
 - b. Preliminary grading plan (if applicable)
 - c. Building elevations with exterior materials clearly depicted.
 - d. Preliminary landscape plan.
 - e. Floor plans.
 - f. Sign program details.
 - g. Fence Plan showing location, materials and height.
 - h. Additional items as required as a result of Development Plan Review.
Note: If it is determined through DPR or screen check that 11 x 17's are not legible, full size plans will be required.
- ☐ 6. One (1) 11" x 17" color copy of each, (placed in sets and folded 8-1/2 x 11"):
 - a. Conceptual building rendering and building elevations.
 - b. Material pallet
 - c. Preliminary landscape plan.
- ☐ 7. One (1) set of 8.5"x11" reduction of all plans (including colored renderings).
- ☐ 8. A letter signed and dated by the applicant addressing the scope of work and following areas at a minimum:
 - a. Proposed Land Use and Surrounding Uses
 - b. Site design
 - c. Architecture and Materials
 - d. Parking and Access
 - e. Landscaping
 - f. Fencing (perimeter and retaining)

CONDITIONAL USE PERMIT (MAJOR)

PAGE 2

- ☐ 9. Noticing package which includes:
 - a. Separate lists of property owners names, addresses and assessors parcel numbers within 500 feet of subject site, prepared and certified by a licensed Title Company, prepared from latest tax roll.
 - b. List of property occupants addresses (when owner mailing address is different than property address) and assessor parcel numbers for properties contiguous to the site.
 - c. Assessor's maps (reduced to 8.5"x11") showing the site and indicating the properties listed in the 500 foot radius.
 - d. Two sets of gummed mailing labels for 500 foot property owner list and property occupants addresses list (when owner mailing address is different than property address).
- ☐ 10. Proof of ownership (i.e.: latest Grant Deed).
- ☐ 11. Letter of authorization from the property owner if different than applicant.
- ☐ 12. Submit (1) CD containing the following information in PDF format and organized in the following folders:
 - a. Application Materials: Including but not limited to a completed application, environmental application, grant deeds, noticing package, letter of authorization, photographs, and applicant letter.
 - b. Technical/Environmental Studies, if applicable.
 - c. Plans: Including but not limited to a subdivision maps, site plans, grading plans, utility plans, architectural elevation plans and renderings, floor plans, conceptual landscape plans, sign program, etc.

B. NOTICE TO APPLICANTS:

- 1. Acceptance of application at the counter does not represent a complete application. California Government Code Section 65943 provides for 30 days in which the City can review the application and determine completeness. The applicant will be sent a letter during this time period stating the application is complete or that additional items are necessary.
- 2. It is recommended that applicant, representative or property owner should be present at all hearings.
- 3. All correspondence and reports will be mailed to the project proponent only.
- 4. If you have any questions regarding the above, please call the Community Development Department at (951) 736-2262.
- 5. All plans or maps submitted shall be folded to a maximum size of 8" x 14" with the title block visible.

C. ATTACHMENTS:

- 1. CMC Section 17.92.110.